



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Solicitation is open to:** All Interested Afghan Nationals  
**Position Title:** Project Development Assistant (Data)  
**Type of vacancy:** Single  
**Opening date:** June 2, 2014  
**Closing date:** June 15, 2014  
**Vacancy announcement #:** USAID/306/14/51/OPPD  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-07

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Project Development Assistant (Data) in the Office of Program and Project Development (OPPD).

## **BASIC FUNCTION OF THE POSITION:**

The main purpose of the position is to help technical offices plan for and execute the monitoring of their projects. The incumbent will then help the mission, through OPPD's Monitoring and Evaluation (M&E) unit, to organize and disseminate that information to relevant stakeholders so that it can be used effectively in mission decision-making condolences.

## **MAJOR DUTIES AND RESPONSIBILITIES**

- The incumbent will track the monitoring plans of USAID/Afghanistan projects to ensure that they are executing their monitoring responsibilities as originally envisioned. If projects are not effectively monitoring and reporting the relevant information, the incumbent will report this to OPPD's M&E unit and recommend a course of action to correct the problem. To the degree that it is possible, this role may include site visits to project sites alongside monitoring staff
- The incumbent will be responsible for helping technical offices design monitoring plans during the design phases of their projects. This will entail helping them create logical frameworks for their projects and helping them think through how they will monitor the relevant indicators during implementation.
- The incumbent will advise technical offices on the creation of Annual Work Plans and Performance Management Plans for their projects. They will work with technical offices to make sure that these plans are well-organized and realistic so that projects will be monitored effectively
- The incumbent will ensure that data is appropriately organized and verified in a USAID-wide database of projects, Afghan Info, managed by OPPD's M&E unit. When the data is not appropriately organized, the incumbent will work with the technical office/officers, the implementing partner, and the M&E unit to find a solution.

## **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** A bachelor's degree in a field related to social science stream to include: statistics, economics, sociology, political science or any other relevant fields.

**Prior Work Experience:** At least 3 years of experience conducting or managing projects, monitoring and evaluation, development activities, with routine project management tasks is required.

**Language Proficiency:** Level III (Good working knowledge) speaking/reading/writing of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.

**Knowledge:** The incumbent should have demonstrated familiarity and knowledge of Monitoring and Evaluation (M&E) programs; and demonstrated knowledge of host-government development perspectives, objectives and priorities, particularly in the program portfolio. Solid computer skills in basic office software applications are required. The incumbent should be able to work independently, as well as a team member, in carrying out the duties described above.

**Skills and Abilities:** This position requires strong operational and analytical skills as well as strong interpersonal skills. The incumbent should also be able to work effectively with superiors, subordinates, colleagues and partners-both inside and outside the Mission. Incumbent must have good writing and oral communication skills and be able to provide sound professional advice to senior Mission staff, as necessary.

## **HOW TO APPLY**

Applicants are requested to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: (Project Development Assistant (Data) (OPPD1451))**

**ANY/ALL application submissions after the closing date of June 15, 2014 will not be considered.**

## **REQUIRED DOCUMENTS:**

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or curriculum vitae that provides the same information found on the DS-174 form.**

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)**

### **Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female applicants are encouraged to apply.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**